SHE Administrator
Flexibility to support Boston and Sutton Bridge sites
£21,000 - £24,000 depending on experience
Highly competitive rewards package including Group Pension
Excellent career progression prospects across the Bakkavor group
08:30 – 17:00 - Monday – Friday

We're the biggest name you've never heard of. You've probably eaten our food - you just didn't realise it. We make innovative fresh products, with around 18,500 colleagues working across the UK, US and China. We're the market leader in the UK fresh prepared food industry supplying meals, salads, desserts, pizza and bread to leading grocery retailers (including Tesco, M&S, Sainsbury's and Waitrose). We're ambitious. We're full of ideas. And we're ready for more people who share our values and passion for quality to join us.

We're proud to offer you a career with real scope for development. To reward your hard work and ambition as a **SHE Administrator** with plenty of support and opportunity. And empower you to drive your own success and create a career you can be proud of too.

Our Meals factories in Sutton Bridge and Boston collectively employ over 1,250 people and are two of eight factories that are part of the Bakkavor Meals sector in the UK.

We are recruiting for a SHE Administrator to assist with the administration details within the factories by providing proactive support to the SHE Team and to produce reports & statistics to deadlines, requiring effectiveness under pressure.

Accountabilities:

- To assist the SHE Team in updating all KPI reports for external and internal customers.
- To create and maintain spreadsheets for all categories of Safety, Health and Environment compliance.
- To file and maintain electronic and paper records in accordance with SHE Management systems to be audit ready at all times
- To undertake systems audits and highlight and record any non-conformances in a presentable format.
- To communicate with stakeholders compliance requirements for safety and environmental systems
- To attend and note take during safety and environmental meetings
- To assist the SHE Team in managing compliance, including all risk assessments, statutory inspections & accident investigations
- Maintain accurate records of assessments & actions
- To present, provide all SHE meeting information for the SHE function to deliver. Updating of the SHE notice boards as required
- To be able to manage various electronic systems. Training will be provided.

Qualifications:

- Administrative experience or working towards to qualification
- Safety Qualification (IOSH, NEBOSH, CIEH or similar) would be beneficial
- Other safety or environmental certificates

Skills:

- Strong MS Office experience: Power Point, Excel, Word, Power BI, Teams, Outlook
- Good communication skills
- Attention to detail

- Be able to work as part of wider a SHE Team